



**TO:** Workforce Investment Board Chairmen  
Workforce Investment Board Director  
Regional Workforce Board Chairpersons  
Fiscal Agents  
Regional Operators  
Regional Coordinators

**FROM:** Ronald L. Stiver *RS*  
Commissioner

**DATE:** May 30, 2006

**SUBJECT:** DWD Commissioner's Directive 2005-23  
Entities Required to Use the Indiana Department of Workforce Development's  
Electronic Case Management System

**Purpose**

To provide guidance concerning which entities are required to use the Indiana Department of Workforce Development's Electronic Case Management System.

**Content**

The Indiana Department of Workforce Development has procured an electronic case management system for the delivery of workforce development services. The system will be operational beginning July 1, 2006 for the Workforce Investment Act (WIA) and Trade Adjustment Assistance (TAA) funding sources. Indiana Department of Workforce Development's guidance is provided:

All grantees (Workforce Investment Boards for Balance of State and Marion County), subgrantees (Regional Workforce Boards), contractors (Regional Operators) and subcontractors (service providers in all Indiana counties) for the following funding sources are required to use the State's electronic management system for all case management, participant reporting, and oversight functions thereof at the time and point of service. The new system will be the only case management system used for the following funding sources: Workforce Investment Act (WIA), Wagner-Peyser (W-P), Trade Adjustment Assistance (TAA), and Veterans' programs. Effective July 1, 2006, the system will be operational for WIA and TAA and will be required to be used for those programs. This requirement continues DWD's emphasis on integrated services.

Additional information concerning IDWD's electronic management system and the date the system becomes operational for Wagner-Peyser and Veterans will be issued as the implementation processes are finalized.

**Effective Date**

July 1, 2006

**Ending Date**

June 30, 2010

**Ownership**

Center of Excellence, Career Services

**Action**

Local administrators are instructed to distribute the information contained in this policy to appropriate staff.

**Contact Person**

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